



## Manual: Logging in and Account Activation paraDIGMA Online with Authentication Code

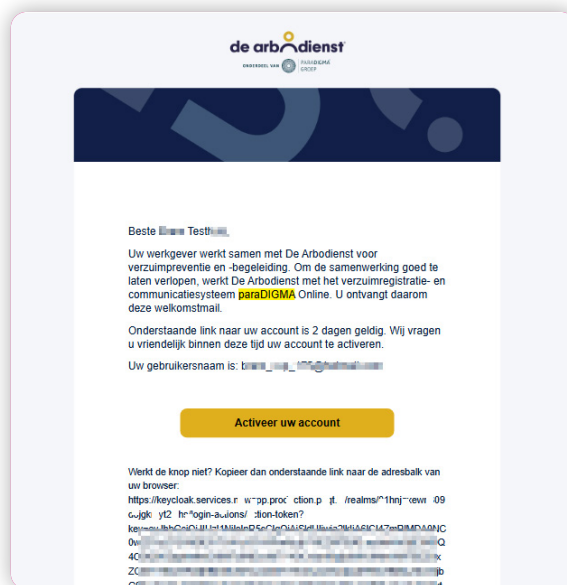
**Enclosed you will find a manual with all the steps to log in to paraDIGMA Online using an Authentication Code.**

Note: if, when logging in, you see that you receive an SMS code for verification, please refer [here](#) to the manual for logging in with SMS.

### STEP 1. Welcome email

You have received a Welcome email from:  
'noreply@mail.dearbodienst.nl'

- Open this email on a Windows or Mac computer.
- We recommend using the internet browser Google Chrome or Microsoft Edge.



### STEP 2. Activate

Click the yellow Activate your account button in the email. Or copy the long URL at the bottom and paste it into your browser's address bar.

- Is the link expired and do you see an error message? Then ask your internal HR department for the URL of your organization's login page and click Forgot password, or email [inloggen@dearbodienst.nl](mailto:inloggen@dearbodienst.nl).

### STEP 3. Welcome screen and Authenticator

## Welkom bij Demo

### Mobiele Authenticator Instellen

1. Voor uw veiligheid werken wij met twee-factor-authenticatie. Dat betekent dat naast een wachtwoord we gebruik maken van een authenticatie app. U kunt daarna altijd inloggen met het door u aangemaakte wachtwoord en de inlogcode uit deze app.

Download hier de handleiding voor het instellen van de authenticator: [Nederlands](#), [Engels](#)

Hiervoor willen wij u vragen om één van de volgende authenticatie applicaties te downloaden.

- Microsoft Authenticator 
- Google Authenticator 

2. Na het installeren opent u de applicatie en scant u de onderstaande QR-code

- Microsoft: met blauwe knop rechts onderin
- Google: met gekleurde + rechts onderin



Lukt het scannen niet? Klik hier om de Authenticator handmatig in te stellen.

3. Voer eerst een apparaat naam in van het apparaat waar u de authenticatie app op heeft gedownload. Deze naam kiest u zelf, bijvoorbeeld: Privé telefoon.

Apparaatnaam

4. Vul daarna de 6-cijferige code in in het veld Authenticatiecode, en klik op verzenden. Hierna kunt u inloggen met uw gebruikersnaam en wachtwoord / uw wachtwoord wijzigen.

Let op: de code ververset elke 30 seconden. Werkt de eerste code niet, wacht dan tot er een nieuwe verschijnt en vul die code in.

Authenticatiecode \*

☒ Afmelden op andere apparaten

Verzenden

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### STEP 4. Activate

Download one of the following two apps on a mobile phone via the Apple App Store or Google Play Store:

#### Google Authenticator:



#### Microsoft Authenticator:



Then open the app  
(you do not need to log in)

## **STEP 5. Scan the QR code**

Scan the QR code on your computer screen using the app on your phone as follows:

- Microsoft Authenticator: tap the blue circle in the bottom right.
- Google Authenticator: tap the coloured plus icon in the bottom right and choose Scan QR code.

**Can't scan it? See Step 5.1 to set up the Mobile Authenticator manually.**

**Successfully scanned? Continue to Step 6.**

## **STEP 5.1 Set up the Mobile Authenticator manually**

### **Microsoft Authenticator:**

- Choose Enter code manually at the bottom.
- Then choose Other account.

### **Google Authenticator:**

- Choose Enter setup key.

Then enter the following details:

- Account name or code name: for example 'paraDIGMA Online'
- Key: enter the code shown on the login page for manually setting up the Mobile Authenticator, including spaces.

Enter the following values if the app asks for them:

- Key type: Time-based
- Algorithm: SHA1
- Digits: 6
- Interval: 30

### Step 6. Authentication code

The app displays a 6-digit code.

- A 6-digit code (Google) or an account name (Microsoft) now appears in the app.
- Microsoft Authenticator: click the account name to see the code.

Note: the code is refreshed every 30 seconds.

### STEP 6.1 Enter the authentication code

Enter the 6-digit code from the app under Authentication code and click the yellow Submit button.

Note: the code refreshes every 30 seconds. Doesn't the first code work? Wait until a new code appears and enter that one.

### STEP 6.2 Device name

Optional: enter a device name of your choice for the device on which the Authenticator app is installed, for example: Private phone

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### STEP 7. Set (update) your password and log in

Create a new password, confirm the password and click Submit.



The screenshot shows a dark blue login interface. At the top, it says 'Welkom bij Demo'. Below that is the section 'Wachtwoord updaten'. There are two input fields: 'Nieuw wachtwoord' (New password) and 'Bevestig wachtwoord' (Confirm password), both with toggle icons on the right. Below the fields is a checkbox labeled 'Afmelden op andere apparaten' (Log out on other devices), which is checked. At the bottom of the form is a yellow button labeled 'Verzenden' (Send). Below the button, a message states 'U moet uw wachtwoord wijzigen.' (You must change your password).

### STEP 8. Open the login page

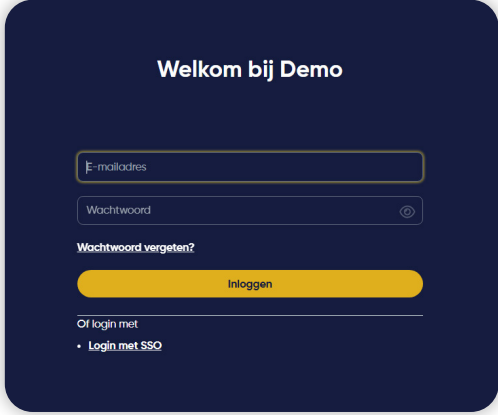
Next, go to the URL (website) of your organization to reach the login page. This URL is known to your HR department. You can also request the URL via: [inloggen@dearbodienst.nl](mailto:inloggen@dearbodienst.nl)

### STEP 9. Log in

Via this URL (usually in the form: [companyname.dearbodienst.newdays.nl](https://companyname.dearbodienst.newdays.nl)) you will reach the login screen of paraDIGMA Online (De Arbodienst) for your organization.

#### Log in here with:

The email address on which you received the welcome email and the password you set.



### STEP 10. Enter the authentication code

Then enter the code shown in the Authenticator app and click Log in.

Note: the code refreshes every 30 seconds.  
Doesn't the first code work? Wait until a new code appears and use that one.



## Done!

You are now logged in to paraDIGMA Online.

#### Want to know more about paraDIGMA Online?

- Via the yellow Learn more? button on the right, interactive guides will walk you through how paraDIGMA Online works.
- Also check out these [instructional videos](#) about paraDIGMA Online.